

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS**

**SOUTH TAR RIVER GREENWAY, PHASE 3
NCDOT TIP NO. EB-5539**

The prime firm and all sub consultants shall be prequalified by NCDOT for their respective services provided.

The City of Greenville, NC (City), working with the NC Department of Transportation (NCDOT), is in need of professional services for the development of the South Tar River Greenway Phase 3. The project begins at the western terminus of the first phase of the South Tar River Greenway at Pitt Street and continues along the south side of the Tar River west to Moye Boulevard. The project will traverse CSX Railroad and US 13/ NC 11 (Memorial Drive).

PROJECT BACKGROUND

The vision of a South Tar River Greenway dates back to the 1979 Greenville Bikeway Plan, which included a bikeway along the southern banks of the Tar River from Town Common to Green Mill Run. In 1991, the City adopted its first Greenway Master Plan, which included the South Tar River Greenway. The City updated its Greenway Master Plan in 2004, which recommends the South Tar River Greenway be built as a paved bikeway/pedestrian corridor.

The greenway will feature bicycle and pedestrian trails and boardwalks through upland and wetland forests along the South Tar River floodplain. Sidewalk along some City streets may also be part of the design for the greenway. The City plans on establishing a multi-purpose transportation route that will expand and enhance usage of existing parks, provide pedestrian and bicycle transportation linkages, and provide outdoor recreational opportunities for the public.

SCOPE OF WORK

Work on this project will include, but is not limited to, project planning, environmental assessments, public involvement, surveying, and development of construction documents and estimates. The plans for the work listed above shall be prepared in electronic format. All electronic files shall be in Microstation format and exportable to AutoCAD. The selected firm will be expected to identify and obtain the necessary environmental permits to accomplish the project, provide topographic surveys necessary to prepare construction documents, and boundary surveys (width and dimensions) necessary to acquire any remaining property rights. The selected firm will also be expected to coordinate the input/review of various agencies to include City boards and commissions, NCDOT, and staff. The total length of the project is approximately 1.4 miles.

PROJECT SCHEDULE

The City of Greenville expects to award the design contract for this project in summer 2012. The City plans to have a completed project ready for public use by fall 2014.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Proposal is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Sub consultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>. The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

MWBE PARTICIPATION

The City of Greenville is committed to the use of Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) for professional services contracts.

EVALUATION

All qualified firms who submit responsive proposals will be considered. Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following and their respective weights:

1. Completeness of response to the RFP (10%);
2. Approach of the firm for the project (30%);
3. Performance of the firm and/or proposed team on similar projects (25%);
4. Qualifications of individual(s) proposed for the duties (25%); and
5. Availability of Project Team (10%).

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the City/Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

PROPOSAL CONTENT:

Proposals should include (at a minimum) the following:

1. Brief history of the firm
2. Qualifications of the firm
3. Management and Staffing - Describe the management plan philosophy of project management; staff configurations; accounting system and practices; insurance coverage; and project schedule. Include brief resumes which list the qualifications and experience of key personnel from the firm and subconsultants (and/or team members) designated to perform the above listed work. Include the current registration of the project team's engineers, architects, or landscape architects within the State of North Carolina.
4. Approach - Describe the approach to be taken in addressing the scope of work. Include delineation of specific tasks to be undertaken in each project activity and their associated timing and schedule, and personnel that may be assigned.
5. Prior Related Experience - Briefly describe related experience of the firm including a contact person and telephone number for referenced projects. Sketches, drawings, renderings, or photographs from previous projects are helpful. Identify contractors and types of contracts managed in performance of similar work as described in this Scope of Work.
6. Schedule - Tentative schedule of tasks showing how the firm proposes to meet the stated schedule.
7. DBE/MWBE status – Provide status of firm and subconsultants (and/or team members). Note: Any firm/subconsultant claiming WBE/MBE status must be certified by the City of Greenville by the time of contract execution.
8. Current Projects - List all projects currently under contract and all projects for which the contract is pending.
9. Appendices
 - o CONSULTANT CERTIFICATION Form RS-2 - Completed Form RS-2 forms SHALL be submitted with the firm's proposal (instructions are listed on the form).
 - o Submit Form RS-2 forms for the following:
 - Prime Consultant firm (**Prime Form RS-2 Rev 1/14/08**), and;
 - ANY/ALL subconsultant firms (**Subconsultant Form RS-2 Rev 1/15/08**) to be or anticipated to be utilized by your firm.

- In the event the firm has no subconsultant, it is required that this be indicated on the **Subconsultant Form RS-2** form by entering the word "None" or the number "ZERO" and signing the form.

Proposals are limited to twelve (12) pages (not inclusive of the cover letter or appendices) and shall be typed on 8 ½"x11" sheets, single spaced, one sided. Proposals containing more than twelve (12) pages will not be considered.

PROPOSAL SUBMISSION AND DEADLINE:

Interested firms are invited to submit proposals for this work by **4:00 pm on April 3, 2012** to the following:

City of Greenville Public Works Department
Attn: Mr. Lynn Raynor, PE
1500 Beatty Street
Greenville, NC 27834

Proposals submitted after this deadline or to any location other than that listed above will not be considered. Firms submitting fewer copies than required will not be considered.

Any questions concerning this Request for Proposals or the scope of this work should be directed to Mr. Lynn Raynor, P.E. at 252-329-4620 or lraynor@greenvillenc.gov.

SELECTION SCHEDULE:

Should interviews be necessary, short-listed firms will be notified by April 19, 2012. Notification will also be sent to firms not short-listed. Interviews of short-listed firms (by a selection committee) will be held the week of April 23rd. After selection of the firm, finalization of the scope of work and negotiations will begin immediately. Recommendations for award of a professional services contract to the selected firm will be made at either the June or July 2012 City Council meeting contingent upon NCDOT review and approval.